

ILLEGIB

3 August 1961

MEMORANDUM FOR: SSA/DES

THROUGH: ASSA (Personnel)

SUBJECT: Assignment of Other Than CS Careerists to CS/CS Positions

1. For several years the IEP has required that actions assigning non-CS careerists to "D" positions receive essentially the same prior coordination and CS/CS approval as other actions which increase IEP's authorized strength. On several occasions we have reminded the IEP personnel officers of this requirement and have asked that they process any requests of this kind through this office in order that we can make sure that proper approvals are obtained.

2. We have had few difficulties in processing requests to place DEI careerists in "D" positions. However, support officers in IEP components have continued to initiate direct negotiations with DES Career Services to fill "D" positions. This usually results in travel and field processing arrangements being made before the CS/CS is aware of the proposed action. This is contrary to the IEP's instruction that no such arrangements be made until proper approval of the proposed assignment has been obtained. In most cases, arrangements have progressed so far that it would place an unreasonable hardship on the individual concerned if the CS/CS were then to disapprove the action. None-the-less, actions of this kind interfere seriously with the management of CS/CS personnel.

3. I believe it would be helpful if you would explain this situation to the Chiefs of Support in IEP and request their cooperation in handling proposals of this kind. I have sent copies of this memorandum to the Secretaries of the Career Service Boards under the DES with the request that they look only to this office for requests for personnel to fill "D" positions and that they take no action on any such requests which may reach them without having been coordinated here.

X1A9a

Secretary, Clandestine Services
Career Service Board

Distribution:

Original & 1 - Addressee

1 - ASSA (Pers)

1 - Secy, Logistics Career Service Board

1 - Secy, Communications Career Service Board

1 - Secy, Comptroller Career Service Board

1 - Secy, Personnel Career Service Board

1 - Secy, Training Career Service Board

1 - Secy, Security Career Service Board

1 - Secy, Admin CSB

1 - Chief, OPSER

1 - Chrono

BEST COPY